

# Middletown Christian Church

## Custodian



### Job Description

<b>Title</b>	Custodian
<b>Department(s)</b>	Operations/Administration
<b>Reports to</b>	Facilities and Grounds Manager
<b>Status</b>	Non-exempt full-time hourly (estimated 30-35 hours/week), plus full-time benefits as outlined in the employee handbook

### Job Summary

The custodian will work as part of a team and be responsible for cleaning the building (primarily the children's ministry/preschool wing), setting classrooms up weekly for Sunday School and preschool, meeting/event set-ups and some light maintenance.

### Summary of Essential Job Functions

1. Cleaning the building – responsible for restrooms (cleaning and sanitizing daily, and restocking soap and paper supplies. Empty classroom trash cans and change liners daily. Vacuum carpets. Dust mop and wet mop floors daily. Clean glass surfaces and stairway daily. Turn off lights and lock building (as scheduled).
2. Set up classrooms weekly for Sunday School and Preschool.
3. Share in rotating responsibility for special church events like weddings, funerals, conferences, etc.
4. Perform periodic maintenance work individually and as part of a team, to wax floors, replace light bulbs, wash windows, etc.
5. Support the ministry goals of Middletown through expertise in custodial care.

### Minimum qualifications

1. Custodial skills and/or previous custodial experience
2. Strong attention to detail
3. Demonstrated commitment to task and dependability

### Abilities required

1. Commitment to our core value of Sacrificial Service that encompasses a team approach to ministry, servant leadership, and volunteer involvement
2. Possess a true appreciation for the importance of the upkeep of our church campus
3. Be able to work with grace and patience.
4. Commitment to the vision and values of Middletown Christian Church
5. Maintain open and honest communication between staff and volunteers

**Abilities required (continued)**

- 6. Must have good planning and organizational skills, and be able to prioritize competing demands
- 7. Must be self-starter who is also comfortable working with others

**Mission Statement:** Living out the love of Christ by embracing people where they are

**Our Values:**

- *Radical Love* – sharing the unconditional love, grace, and forgiveness that God offers to all people
- *Freedom of Belief* – creating a space that encourages questions and faith exploration through prayer and study of Scripture
- *Sacrificial Service* – reflecting the life of Christ in the way we live, the places we go, and the choices we make
- *Real Conversations* – growing together with openness, honesty, and transparency
- *Infectious Community* – sharing life together in grace-filled relationships

**Disclaimer**

I acknowledge the receipt of my job description and understand the responsibilities, duties and requirements to perform the position. In addition, my supervisor has provided me with answers to any questions I had concerning the position.

I as an employee know that I am expected (and required) to perform the duties outlined in this job description. Any refusal or willful violation to perform such duties may result in disciplinary action.

I expressly acknowledge that: (1) I have not been employed for any definite period of time and (2) my employment is terminable at any time at the will of either the company or myself.

The statements included on this job description are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Employee name (printed)	Employee signature	Date
Supervisor name (printed)	Supervisor signature	Date

**Middletown Christian Church (Disciples of Christ)**

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